

GOVERNING BOARD MEETING MINUTES

February 26, 2008



The Board of County Commissioners (BOCC) held a joint meeting with the JCDS Governing Board prior to the beginning of the regularly scheduled meeting of the JCDS Governing Board.

Present were Annabeth Surbaugh, Chairman of the BOCC; Doug Wood, Vice-Chair of the BOCC; Commissioners John Toplikar, David Lindstrom, Ed Eilert, John Segale, and Ed Peterson. Present from the JCDS Governing Board were Scott Tschudy, Chairman; Joe Vader, Vice-Chair; Dale Chaffin, Treasurer; Patty Scott, Secretary; and members Mike Lally, Gayle Richardson, and Ron Johnson. Others present were Maury Thompson, Executive Director of JCDS; Hannes Zacharias, Deputy County Manager, and the following staff: Dr. Dennis Tucker, Dr. Janet Hoffman, Tim Arnold, Peggy Shear, Shelly Toft, Chrissey Breault, and Josie Stramberg.

Mr. Tschudy thanked the BOCC for coming to JCDS and introduced Mr. Thompson. Mr. Tschudy noted a few of the issues JCDS is currently facing are an aging population, individuals with a dual diagnosis (mental retardation and mental illness), an increase in consumers with autism, and a large waiting list for service.

At this time Mr. Thompson introduced members of the Governing Board and staff.

Mr. Thompson advised the BOCC that JCDS has received a total of 10 CARF accreditations since its inception and these were the highest level of accreditation that can be achieved under CARF, the accrediting business for programs providing service to vulnerable populations.

Mr. Thompson stated the presentation he would be showing is a presentation that is shown to all new employees during their orientation process. Mr. Thompson walked through and provided explanation of each slide, which detailed JCDS services and financial structure.

Mr. Thompson referenced the handout placed before the BOCC and in the packets of the Governing Board. The handout is JCDS' contribution to the State of the County Services Report. Mr. Thompson also thanked the BOCC for the \$4.5 million dollars allocated to JCDS under the county's capital improvement plan to renovate the parking lot and the building of the Mark D. Elmore Center, and to create an outdoor recreation/walking area.

Mr. Tschudy stated he had been observing staff for nine years and found the staff to be very dedicated. Mr. Tschudy further stated the members of the board were proud to serve on this particular board, and thanked the commissioners for coming.

Commissioner Segale asked for clarification about the county's inability to pass through funding to other community service providers. Members of the board provided examples of how JCDS does share the benefits of its funding with other community service providers and then commented on the audit recommendation that prompted JCDS to stop allocating cash payments. The entire process was considered and the decisions made based on the opinions of the county's auditor and legal counsel.

Mr. Thompson then provided an overview of HB 2761, a bill being presented to the legislature this year designed to increase rates paid to providers and to allocate funds to eliminate the waiting list.

Mr. Tschudy presented a plaque to Commissioner Ed Peterson for his service to the JCDS Governing Board during 2007 as the BOCC liaison.

Chairman Surbaugh thanked the board for their time and advocacy.

At this time the BOCC and county personnel left the building and the board took a short break.

1.0 Call To Order

Mr. Scott Tschudy, Chairperson, called the meeting to order at 7:21 p.m. **Board members present were Joe Vader, Scott Tschudy, Gayle Richardson, Patty Scott, Mike Lally, Dale Chaffin, and Ron Johnson.** Others in attendance were Maury Thompson, JCDS Executive Director, and staff members: Dr. Dennis Tucker, Dr. Janet Hoffman, Tim Arnold, Peggy Shear, and Shelly Toft.

2.0 Minutes

Mrs. Scott moved and Mr. Lally seconded to approve the January 22, 2008 minutes as written. Motion carried.

Mr. Vader asked that his status at the previous board meeting be considered an excused absence and the board agreed.

Mr. Tschudy urged the sub-committee working on revising the remaining board policies to proceed with the task in a timely matter and suggested Ms. Toft process periodic reminder notices to the sub-committee.

3.0 Financial Reports

Mr. Chaffin stated the year-end report is unaudited, but the county has closed the year. Therefore, Mr. Chaffin proposed approving the report.

Mr. Chaffin moved and Mr. Vader seconded to accept the final 2007 year-end financial report. Motion approved.

Mrs. Richardson asked what the deferred revenue is comprised of and Mr. Arnold stated taxes and deferred grants.

Mr. Chaffin referenced the January financial statement noting \$234,000 of "unbudgeted" revenue is a result of the state closing out the old targeted case management billing method. Although the agency is still not realizing as much revenue via the new billing method as hoped for, it is expected to increase over time. The new process is very difficult with the requirement of 15-minute billing increments. Mr. Thompson added that the state has specific details on what can be paid for and strict compliance requirements.

Mr. Chaffin stated now that the consumer payroll is being conducted at the county, the bank reconciliation review may be removed from the monthly agenda.

Mr. Chaffin moved and Mr. Vader seconded to approve the January 2008 financial report. Motion accepted.

Mr. Tschudy announced that Mrs. Karla Gravenstein is leaving JCDS and taking a position in the Corrections Department.

4.0 Board Committees/Liaison

Mr. Chaffin referenced the funded projects in the Friends of JCDS report. Dr. Hoffman stated Ad Astra sponsor packets are beginning to come in and invitations will be going out in March. Dr. Hoffman further stated the event will recognize several employers in the community that hire individuals with disabilities.

5.0 Board Action Items

Mrs. Scott presented the most recent draft of policy 1-12 – Transportation for board approval. A discussion took place by the board and it was noted the policy does not address specifics, such as who the agency provides services to and what affect funding has upon the process. Mr. Thompson stated the policy was written to provide general parameters only. Some board members desired more specific information and others felt like specifics could be set up as procedures.

Mrs. Richardson asked Mr. Arnold to provide to the board a recap of fleet expenses and depreciated value.

Mr. Lally moved and Mr. Chaffin seconded to approve the Transportation policy as presented. Motion carried with five affirmative and two negative votes.

6.0 Director's Items

Due to time constraints, Mr. Thompson referenced the Director's items in the packet and asked if anyone had questions. There were none.

Mr. Thompson stated he volunteered to be the county's 2008 Feed the Need Chairman.

7.0 Executive Session

Mr. Lally moved and Mrs. Richardson seconded to move into Executive Session at 8:12 p.m. for discussion of a personnel matter.

Mr. Chaffin moved and Mr. Johnson seconded to move back into public session at 8:41 p.m.

Mrs. Richardson moved and Mr. Vader seconded to approve an increase of 3% to the Executive Director's salary, effective March 1, 2008. Motion approved.

8.0 Adjournment

Mr. Lally moved and Mr. Vader seconded to adjourn the meeting at 8:42 p.m. Motion carried.

Patricia Scott, Secretary

Recorded by:
Shelly Toft

Minutes approved on March 25, 2008 by JCDS Governing Board/st